

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Emergency Medical Services (EMS) Coordinator	Job Family: VIII
General Classification: Professional	Job Grade: ____

Definition: Responsible for the overall management of the Fire Department's emergency medical services (EMS) program. Responsibilities will include training the Fire Paramedics and EMTs; EMS program management; and development and implementation of a continuous quality improvement program that meets all applicable State and local regulatory requirements for the Fire Department's emergency medical services program.

Distinguishing Characteristics: This nonsworn professional position is a single-class position that reports to the EMS Battalion Chief.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develop, coordinate and provide instruction of EMS continuing education courses to basic life support (BLS) and advanced life support (ALS) Fire Department personnel to ensure personnel remain current in skill set and maintain required certification and licenses.
2. Provide training on seldom-used skills, new equipment, policies and procedures as required by local and State Emergency Medical Service Agency (EMSA).
3. Deliver new Paramedic orientation; supervise field mentor and accreditation programs.
4. Deliver CPR training to City employees.
5. Serve as the Fire Department Infection Control Officer and ensure department compliance with EMS-related OSHA standards.
6. Provide data analysis and associated reporting, identifying strengths and areas for improvement in department EMS program.
7. Maintain and manage department's controlled substances in accordance with local, State and Federal laws.
8. Ensure compliance with the reporting requirements of prehospital EMS agreement as well as those identified by County EMSA.
9. Manage City-wide public access defibrillator program and Safely Surrendered Baby Program.

Position Title: Emergency Medical Services (EMS) Coordinator

Page 2

10. Participate in City and County EMS Committees as directed.
11. Assist in development of department EMS budget.
12. Supervise the ordering of all necessary EMS supplies and equipment.
13. Participate in the development of EMS division goals and objectives.
14. Collaborate with Fire Department Medical Director, Peer Review Committee and EMS Committee, and Communications Center's EMD Committee to review, develop, maintain and enforce department policies and procedures.
15. Design, develop, implement and evaluate Continuous Quality Improvement (CQI) programs by review and analysis of field EMS system trends, effectiveness and needs. Ensure compliance with Santa Clara County and California State Emergency Medical Service Agency's policies and procedures related to CQI. Assure clinical competency of department EMS personnel.
16. Review ALS and BLS patient care documentation for accuracy, protocol compliance and trend analysis.
17. Perform other duties as assigned by the EMS Battalion Chief.

Minimum Qualifications:

Knowledge of: Principles and practices of emergency medical care in a prehospital environment; principles and practices related to continuous quality improvement in a prehospital care environment; fire-service-based emergency medical care programs, delivering models, training methods and techniques; Federal, State and local laws, rules and regulations pertaining to local government operations and EMS programs; principles and practices of EMS; planning, development and implementation; management and supervisory principles; performance measurement techniques and tools; curriculum development, adult education classroom instruction techniques and adult learning theories; prehospital EMS agreement between local providers, County EMS agency and private ambulance providers.

Ability to: Plan, develop and manage the EMS program; administer related training programs for staff; ensure agency complies with all legal and regulatory requirements for EMS program; supervise personnel as required; use of all equipment and tools related to EMS program; curriculum development/classroom instruction; manage various contracts related to EMS program.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: An associate of arts degree in health care, nursing, education or closely related field and five years of experience in emergency room and/or field prehospital emergency care with three years of experience teaching the adult learner. Possession of a State Fire Marshal Instructor Certification may be substituted for up to two years of the three years' teaching requirement. A bachelor's degree in a related field and experience as a Mobile Intensive Care Nurse (MICN) is highly desirable. Must be proficient in the use of computers with working knowledge of Microsoft Word, PowerPoint and Excel.

Required Licenses or Certificates: Current provider certifications in the following:

Basic Cardiac Life Support (BCLS); Advanced Cardiac Life Support (ACLS); and Pediatric Advanced Life Support (PALS). Instructor certification for each of the above must be obtained within one year of appointment. In addition, Paramedics will be required to obtain Santa Clara County accreditation within six months of appointment. The following certifications are highly desired: Pediatric Education for Prehospital Professionals (PEPP); Prehospital Trauma Life Support (PHTLS); or Basic Trauma Life Support (BTLS).

Working Conditions: This position may also be subject to recall for disaster or major emergency incidents.

Established July 25, 2006

Revised December 2009

CLASS SPECS

CS271-P^